



HOW TO ADD OR REMOVE A DESIGNATION FROM YOUR LICENSE

Ensure you have the correct documents before submitting a request to update a designation to your license. Submit supporting documentation to SOMB.

A.) Updating designation for **ARMED STATUS**

- ❖ requires a valid range certification (obtained within 90 days of training)

B.) Updating designation for **DCPS**

- ❖ Original drug screening report within 90 days of urinalysis
- ❖ Fingerprint receipt from Civilian fingerprint [Click here](#) to schedule an appointment
- ❖ Official document from agency stating you are working on DCPS site.

If you have an active license, please do not create a new account.

Please contact a customer service representative at 1.866.270.9817 for assistance with accessing your existing license record.

1. Visit <http://www.dkra.dc.gov/security>
2. Access the licensing portal under Licensing Services by clicking "+" sign
3. Click the link "click here"
4. Log in using license number and password
5. Click "**Applications**"
6. Navigate to "**License Update Request**" and click "**Begin**"
7. Click "**Request License Update**"
8. Select the correct designation
 - a. Please choose either "ARMED" **OR** "D.C. Public School"
9. Click the orange "**Pay Fees**" button
 - A. Submit payment

PLEASE NOTE:

At this time our system does not allow for MULTIPLE UPDATES to your license. If you are transferring AND adding or removing a designation – submit your required documents to SOMB first.
